

# *MDEServ Meeting*



**MDE-SERV**

***December 12, 2016***

# Table 1: OSA Staffing as of 12/1/16

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	Total Number of Budgeted Positions	Number of Current Vacancies	Number of Vacancies Approved for Filling
Director's Office	8	2	0
Fiscal Services	17	1	0
Operational Services	3	0	0
Procurement	4	1	0

## **Table 1: OSA Staffing 12/1/16**

	Total Number of Budgeted Positions	Number of Current Vacancies	Number of Vacancies Approved for Filling
Human Resources (*)	10	1	0
Central Services	8	1	0
<b>Total</b>	<b>50</b>	<b>6 (**)</b>	<b>0</b>

(\*) Includes HRCs

(\*\*) OSA/Fiscal Services will have another two vacancies by December 31.

# Table 2: OSA FY17 Priorities - Current Status

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OSA Priority	FY17 Goal	November 2016 Status, Comments if any
Complete hiring process within 5 months of the DBM Exception approval date	65%	According to HR 86% of the hirings have been completed within 5 months of DBM Exception approval
Conduct Human Resources training to all supervisors/managers within 3 years	33%	FMLA/Sick Leave 39% completed PEP/ Progressive Discipline 36% completed. Hiring and Recruiting has not been placed on the HUB yet.
Cross-train three accountants to perform federal fund accounting, capital grants and loan accounting, and vendor maintenance in FMIS	Train all three in all topics	All three employees are in progress of cross training as of now.

## **Table 2: OSA FY17 Priorities – Current Status**

OSA Priority	FY17 Goal	November 2016 Status, Comments if any
Review and update all OSA standard operating procedures over the next two years	50%	25%
Ensure all employees who drive State vehicles update the DBM General Rules every two years	50%	50% as of December 1, 2016
Develop and implement a procurement tracking system	Implement new system.	OSA is presently pursuing options for a highly efficient tracking system.
Complete the current LDP	1/31/17	On Schedule

# Table 3: Field Office Safety Inspections

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Field Office	Safety Inspection Date	Status
Frostburg	6/2/16	Needs AED and employee CPR/AED training. As of 11/23/16, per Cindy Keller, LMA has agreed to purchase an AED for the Frostburg location. Once the AED has been received, CPR/AED training and certification will be scheduled for interested employees.
Cambridge	7/18/16	Needed AED. AED has been received. Note, there is already a CPR /AED certified employee on site.
Hagerstown	11/2/16	Needs AED and employee CPR/ AED training. As of 11/23/16, per Ginny Kearney, WMA has agreed to purchase an AED for the Hagerstown location. Once the AED has been received, CPR/AED training and certification will be scheduled for interested employees.

## ***Table 3: Field Office Safety Inspections***

Field Office	Safety Inspection Date	Status
Salisbury	7/18/16	Dirty air supply grills: DGS has been informed to recommend cleaning to the courthouse administration. As of 11/22/16 Dean Kidd from DGS has contacted contractors to clean the grills. He will update Tony Giordano when work has been completed.
Annapolis	4/10/15	Eye wash station was needed in hazardous liquid testing area. It has now been installed.
Annapolis Legislative Office	11/22/16	No immediate safety concerns were identified. There were some facility-related items noted, burned out light bulbs and two light lens covers to light fixtures missing. A dead cockroach was also found. DGS has been contacted to have the lights replaced/fixed and for an exterminator to treat.